

## DIRECT PAYMENTS

All requests for Direct Payments are limited to the list of allowed categories, which posted herein and entitled List of Allowed Categories. Any Direct Payment request that does not fall within the list of allowed categories will be returned to the requesting department/division in order for a purchase requisition to be created in the Eden System.

### LIST OF ALLOWED CATEGORIES

**As of January 4, 2011**

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|---|--|
| <b>1 - Advertising Directly with Vendor</b>                       | <b>24 - Participation/Accreditation Fees</b>                               |
| <b>2 - Background Credit Check Fees</b>                           | <b>25 - Payments to Government Agencies</b>                                |
| <b>3 - Bank Custodial Fees and Charges</b>                        | <b>26 - Payroll Deductions and Transfers</b>                               |
| <b>4 - Books and Subscriptions</b>                                | <b>27 - Pension Fund Investment Manager's Fee</b>                          |
| <b>5 - Cable TV Subscription Fees</b>                             | <b>28 - Petty Cash Reimbursements</b>                                      |
| <b>6 - City Vehicle License Tags</b>                              | <b>29 - Postage and Meter Charges</b>                                      |
| <b>7 - Closing Costs (Sales of Property)</b>                      | <b>30 - Professional Law Clerk Services</b>                                |
| <b>8 - Education and Training Fees (seminars and conferences)</b> | <b>31 - Recording Fees</b>   |
| <b>9 - Employee Group Insurance Payments</b>                      | <b>32 - Purchase of Saving Bonds</b>                                       |
| <b>10 - Federal Bar Examination Fees</b>                          | <b>33 - Recreation Performances</b>  |
| <b>11 - Grants and Donations</b>                                  | <b>34 - Refunds</b>  |
| <b>12 - Government Circular Fees</b>                              | <b>35 - Registration Fees</b>  |
| <b>13 - Gun Range Rental Fees (Police)</b>                        | <b>36 - Reimbursements for Travel</b>                                      |
| <b>14 - Imprest Checking Account Reimbursements</b>               | <b>37 - Return of Deposits</b>   |
| <b>15 - Insurance Claims</b>                                      | <b>38 - System (funds available but unable to create purchase request)</b> |
| <b>16 - Interfund Charges</b>                                     | <b>39 - Transfer of Title-Confiscated</b>                                  |
| <b>17 - Confidential Police Investigations</b>                    | <b>40 - Transfer Accumulated Leave</b>                                     |
| <b>18 - Local Mileage Reimbursements</b>                          | <b>41 - Travel/Other Expense</b>   |
| <b>19 - Meals for Outside Panels/Trainers</b>                     | <b>42 - Tuition Assistance</b>   |
| <b>20 - Medical Payments/Services Connected Disability</b>        | <b>43 - Utility Bill Payments (gas, electric, and water).</b>              |
| <b>21 - Membership Dues</b>                                       | <b>44 - Witness Subpoena Charges</b>                                       |
| <b>22 - Notary Fees</b>   |  |
| <b>23 - Outside Legal Services</b>                                |  |